

UG ADMISSION – 2024-25

Instructions for Selected Candidates in the First Allotment (Sure list)

- UG Admission 2024-25 Final Rank list has been published.
- **The First Allotment will be for the sure candidates of all category.**
- The First phase of Admission will be ONLINE.
- Information/Instructions regarding admission will be published through College Website. The only official source of information with regard to allotments will be College Website.
- You are advised to follow College website on a daily basis to know the status of your admission.
- The list of selected candidates is published in the college website based on sure list.
- The selected students of First Allotment are required to remit the fees and upload relevant documents via college website **before 1 PM, 07 June 2024.**
- **Those who fail to do the same within the stipulated time shall lose their claim for admission.**

The list of documents to be Scanned & Uploaded:

1. Online Application Form (The latest, if you have edited your application)
2. Mark list of Plus Two Examination
3. Transfer Certificate
4. Conduct Certificate (Validity – 6 Months)
5. Relevant certificates for claiming reservation and bonus marks (NCC, NSS, Ex-servicemen, Arts, SPC, Scouts, Guides etc.).
6. **In case of those eligible for fee concession in Aided programmes (SC/ST/OEC/OBC (H)/ GENERAL (FC)/OBC/etc.):** Community Certificate (Validity – 3 Years), Income Certificate (Validity – 1 Year) and Nativity Certificate for candidates other than HSE (Validity – Life Long).
7. **In case of those seeking admission in categories (SC/ ST/ ETB/ LC/ OBX/ OBH) of Self-financing programmes:** Community/Caste Certificate (Validity – 3 Years)
8. **In case of those seeking admission under Community Merit:** Letter from Parish Priest
9. **In case of Persons with Disabilities (PwD):** Medical certificate issued by the district medical board or competent authorities stating that the disability is 40% or above. The category of the disabilities should be specified clearly in the medical certificate.
10. SSLC / Class X Certificate front page

NB: Validity of Certificates

Conduct Certificate – 6 Months	Community Certificate – 3 Years
Income Certificate – 1 Year	Nativity Certificate – Life long

- **The admission you secure at this stage is provisional.** You will be called to the college for a personal interview in which you have to submit the original documents.
- **Your admission will be finalised only after the verification of your original documents in the personal interview.**
- The personal interview for provisionally admitted candidates will be **on 21 June 2024.**

Categories Eligible for Fee Concession (Aided Programmes only)

- SC/ST
- **OBC (H)/ OEC:** This concession is available for those communities listed by the Govt. in the order no. G.O (Ms) 10/2014/BCDD dated 23.05.2014 whose annual income is **below 6 Lakhs.**
- **General (FC)/OBC:** This concession is available for General and OBC category whose annual income is **below 1 Lakh.**

NB: If you claim for fee concession, you have to upload the relevant documents (Income certificate/community certificate)

Details of Uploading Document for Candidates Selected for First Allotment

The selected candidates are requested to **merge the above-mentioned documents into a single PDF.** Please follow the procedure given below for uploading documents.

1. Login to the online registration portal using the login credentials received at the time of registration.
2. Click on the “**ALLOTMENT**” tab on the sidebar menu at the left side of the page. The candidate can upload the document by clicking “**Upload document as a single file**”.
3. After uploading the documents, click on “Submit” button.

Details of Fee Payment for Candidates Selected for First Allotment

The selected candidates have to pay the whole fee amount in a single instalment. Please follow the procedure below for fee payment.

4. After uploading the documents, candidate need to click the “**Confirm**” button.
5. After confirmation the “**Pay Fee**” button will be available for the candidate
6. Then Fee details will be displayed on the screen.
7. Click on the “**Pay**” tab from the page and you will be directed to the payment portal.
8. After successful payment, a popup message will be displayed on the screen as “**Payment Successful**” and you can download the receipt from the “**Receipt**” tab on the left menu bar.
9. Ensure you save the receipt for the further admission processes.

**RANK OF CANDIDATES IN SURE LIST (FIRST ALLOTMENT) SELECTED FOR
UPLOADING DOCUMENTS & FEE PAYMENT**

The selected candidates in the above rank should remit the fees and upload relevant documents via college website **before 1 PM, 07 June 2024.**

Those who fail to do the same within the stipulated time shall lose their claim for admission.

Email ID for Communication

AIDED PROGRAMME

Sl.No	Programme	Email ID
1	BA Economics Honours	economicsdevagiri@gmail.com
2	BA English Language & Literature Honours	englishsjcdevagiri@gmail.com
3	B.Com Honours (Finance)	com.sjcd@gmail.com
4	B.Sc. Mathematics Honours	mathematicsdevagiri@gmail.com
5	B.Sc. Physics Honours	devagiriphysicsug@gmail.com
6	B.Sc. Chemistry Honours	chemistrydevagiri@gmail.com
7	B.Sc. Botany Honours	botanydevagiri@gmail.com
8	B.Sc. Zoology Honours	zoologydevagiri@gmail.com
9	B.Sc. Psychology Honours	psysjcdevagiri@gmail.com
10	B.Sc. Economics and Mathematics (Double Major) Honours	ecomathsdevagiri@gmail.com

SELF-FINANCING PROGRAMME

Sl. No	Programme	Email ID
1	BBA Honours	dbmbba@gmail.com
2	B.Com Honours (Computer Application)	sjcbcomcasf@gmail.com
3	BCA Honours	bca.csdevagiri@gmail.com
4	B.Sc. Computer Science Honours	bsccs.sjcdevagiri@gmail.com
5	BA Functional English Honours	bafunctionalenglish@gmail.com
6	BA Journalism & Mass Communication Honours	masscommunication.sjc@gmail.com
7	BA English Language & Literature Honours	baenglishsf22@gmail.com
8	B.Com Honours (Finance)	sjcbcomfinancesf@gmail.com
9	B.Com. Professional Honours	dbmprof22@gmail.com
10	BBA International Business Honours	dbmbbahons@gmail.com
11	B.Com Applied Finance & Accounting Honours	sjcbcomhonourssf@gmail.com
12	BA Animation & Graphic Design Honours	sjcanigraph2022@gmail.com
13	B.Sc. Applied Mathematics Honours	mathshonours.dev@gmail.com
14	B.Sc. Computer Science & Mathematics (Double Major) Honours	mathscs.dev@gmail.com
15	Bachelor of Sports Management Honours	bsm.sjcdevagiri@gmail.com